Step 1 Log into SPACE via NASA HR Portal
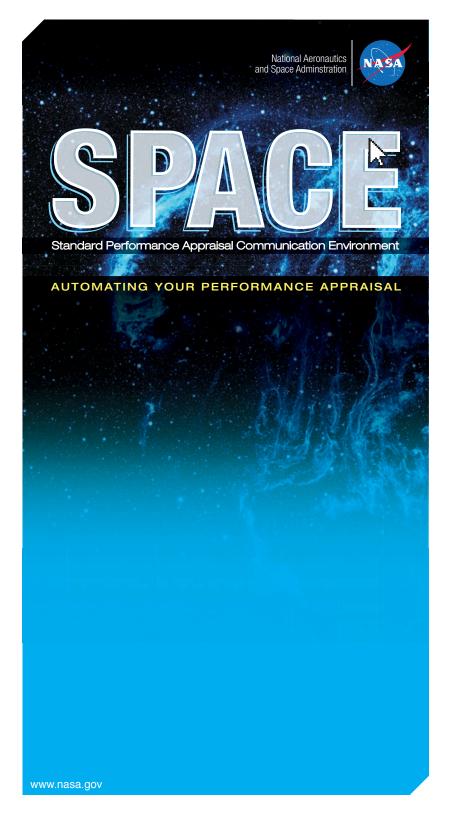*https://hr.nasa.gov* and Click SPACE Tab

Step 2 Access the NASA SPACE website

National Aeronautics
and Space Administration

SPACE

Standard Performance Appraisal Communication Environment

AUTOMATING YOUR PERFORMANCE APPRAISAL

www.nasa.gov

WHAT is SPACE?

NASA developed the Standard Performance Appraisal Communication Environment (SPACE) to automate the Employee Performance Communication System (EPCS) through the use of an online tool. SPACE is not designed to replace EPCS.

WHO will use SPACE?

All NASA GS employees and their supervisors will use SPACE starting with the 2013 – 2014 performance cycle.

HOW will SPACE work?

SPACE will automate processes associated with each of the major milestones of the performance appraisal cycle. It will allow supervisors and employees to:

SUPERVISOR
- Create Performance Plans
- Conduct midpoint progress reviews
- Conduct performance ratings

EMPLOYEE
- Review Performance Plans
- Confirm midpoint progress reviews
- Verify performance ratings

This web-based tool does not replace or diminish the importance of the supervisor-employee, face-to-face communications about performance management, but rather supports these critical discussions.

WHAT are the Benefits of SPACE?
SPACE is designed to:

- **Reduce Manual Labor:** SPACE reduces the manual labor associated with performance appraisal activities by eliminating the need for paper files and copies and providing an e-mail notification system, allowing for greater convenience and efficiency for supervisors and employees.

- **Eliminate Paper-Based Appraisal Forms:** SPACE eliminates the need to maintain and monitor paper-based performance appraisal forms.

- **Improve EPCS Accuracy and Compliance:** SPACE improves accuracy and compliance with EPCS process and timelines, by providing real-time data to show where supervisors and employees are in the performance appraisal lifecycle. For example, supervisors will have a dashboard view that enables them to quickly assess the status of performance plans, midpoint reviews, and ratings for each employee. Human Resources staff and higher-level supervisors will have access to reports that show this same information.

- **Promote Quality Improvement in Performance Plans:** SPACE promotes improvements in the quality of performance plans by allowing Centers to supply model standards and indicators for elements.

- **Allow Employees Any-Time Access to Feedback and Progress:** SPACE provides employees real-time access to their electronic performance plan at any point; therefore, employees can assess their own performance based on the established expectations. SPACE also enables employees to record feedback and track progress on their performance plans.

- **Facilitate Supervisor-Employee Communication:** SPACE enhances supervisor-employee communication during the performance lifecycle, but does not replace the importance of interactive discussions between employees and their supervisors.

WHEN will SPACE Begin?

Beginning May 2013, all NASA centers will use SPACE. It will be used for performance cycle 2013 – 2014 and thereafter.

WHY is LARC using SPACE?

As part of an Agency-wide initiative, all NASA centers are using SPACE as part of an ongoing effort to enhance meaningful and effective performance management activities in support of NASA's mission.

HOW do I access SPACE?

1. Access the SPACE website at https://hr.nasa.gov
2. Click the SPACE Tab on the right under the Systems Launcher Heading

Note: SPACE must be accessed from a NASA computer or via Virtual Private Network (VPN).

WHO do I contact for QUESTIONS?

If you have questions regarding policy or your performance plan please first contact your supervisor. If questions remain please contact a LARC SPACE representative at 757.864.3350. You may also submit your question(s) via email at larc-dl-ohcm-space@mail.nasa.gov.

Technical Questions

If you have general or technical questions regarding SPACE, please contact the **NASA Shared Services Center (NSSC) Enterprise Service Desk (ESD)** at 877.677.2123 or 877-NSSC123. Questions related to performance management should be directed to the Center POCs. You can call the ESD and an agent will provide you with the POC information for your Center.

HOW can I learn to use SPACE?

Supervisors and employees can download SPACE User Guides via the OHCM website at http://ohcm.larc.nasa.gov/policy/space/index.html These SPACE User Guides are designed to provide you step-by-step instructions on how to **(1)** Establish an employee appraisal plan; **(2)** Review your appraisal plan; **(3)** Request a Mid-Term Progress Review; **(4)** Complete an appraisal plan, and more.

WHO should I contact for more information?

For additional questions and guidance, or to share your ideas or feedback, please contact your LaRC SPACE Representatives at larc-dl-ohcm-space@mail.nasa.gov or 757.864.3350